

County of Los Angeles  
**DEPARTMENT OF PUBLIC SOCIAL SERVICES**

12860 CROSSROADS PARKWAY SOUTH • CITY OF INDUSTRY, CALIFORNIA 91746  
Tel (562) 908-8400 • Fax (562) 908-0459



BRYCE YOKOMIZO  
Director



June 1, 2004

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Board of Supervisors  
GLORIA MOLINA  
First District  
YVONNE BRATHWAITE BURKE  
Second District  
ZEV YAROSLAVSKY  
Third District  
DON KNABE  
Fourth District  
MICHAEL D. ANTONOVICH  
Fifth District

Dear Supervisors:

**RECOMMENDATION TO AWARD A CONTRACT  
TO  
CITY OF HAWTHORNE  
FOR GAIN VOCATIONAL INTERMEDIARY AND DIRECT SERVICES  
(ALL DISTRICTS - 3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and instruct the Chair to sign the enclosed contract with the City of Hawthorne for the provision of GAIN Vocational Intermediary and Direct Services to CalWORKs participants, effective July 1, 2004, or the day after Board approval, whichever is later, through June 30, 2007, at an estimated maximum contract amount of \$2,766,956, funded by CalWORKs Single Allocation. There is no additional net County cost (NCC) after the required CalWORKs Maintenance of Effort (MOE) is met. Funding for this contract is included in the FY 2004-05 Proposed Budget. Funding for future years will be included in the Department's budget requests.
2. Delegate authority to the Director, Department of Public Social Services (DPSS), to prepare and sign contract amendments, for any increases or decreases of no more than 15 percent of the total contract amount when the change is necessitated by additional and necessary services that are required for the contractor to comply with changes in federal, State, or County requirements. The approval of County Counsel and the Chief Administrative Office (CAO) will be obtained prior to executing such amendments and the Director will notify the CAO in writing within ten business days after execution.

*"To Enrich Lives Through Effective and Caring Service"*

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

On April 1, 1998, Los Angeles County implemented California's Work Opportunity and Responsibility to Kids (CalWORKs) program. The County's CalWORKs program provides for an array of Welfare-to-Work activities to prepare participants for employment and job advancement. To ensure the availability of these services for participants, under the GAIN Vocational Services contract, the City of Hawthorne will:

- Update, maintain and place non-contracted providers on DPSS' computerized GEARS inventory to include Vocational Education and Training, Remedial Education, Post-Employment Services, Family Preservation, Support Services, State Department of Rehabilitation, On-the-Job Training, and Vocational English-as-a-Second Language;
- Develop a screening process to evaluate providers on the type of services offered and funding sources available, if any, prior to placing them on GEARS;
- Coordinate, maintain and distribute (quarterly) to each GAIN Regional office, provider directories to include, Family Preservation Network, Grant-Based Community Service providers, One-Stop Centers, Public Training Vendor, Remediation, State Department of Rehabilitation, Support Services, Vocational Training and Work Experience;
- Provide intermediary services to administer and subcontract for Work Experience and Grant-Based Community Service to CalWORKs participants.

The City of Hawthorne has consistently provided quality and effective services since July 2001, and has met the performance measures required in the contract. The City of Hawthorne's experience working with DPSS on the non-salaried Work Experience program has been invaluable to the Department in the ongoing development of the CalWORKs Community Service program. The City of Hawthorne has developed, installed and currently maintains the Intrastate Training Resource and Information Network (I-TRAIN), an electronic, online Regional Training Vendor Directory (RTVD) which provides information on public and private-for-profit schools and colleges offering training courses throughout the Southern California region. RTVD enhances the GAIN Services Workers' ability to locate quality educational and training services for CalWORKs participants. Furthermore, the City of Hawthorne has been willing to provide additional mandated services and collaborate with community partners to assist the Department in obtaining these effective services. Renewal of the contract will allow the Department to continue to provide these effective services to its Welfare-to-Work participants to assist them in achieving self-sufficiency.

### **Implementation of Strategic Plan Goals**

The contract is consistent with the principles of the Countywide Strategic Plan Goal #1, Service Excellence, to provide the public with easy access to quality information and services that are both beneficial and responsive, and Goal #5: Children and Families' Well-Being, to improve the well-being of children and families in Los Angeles County.

### **FISCAL IMPACT/FINANCING**

The maximum amount for the GAIN Vocational Services contract with the City of Hawthorne for the three-year term is \$2,766,956. In the event that Work Experience and Grant-Based Community Service subcontracts are not available through non-financial agreements, the City of Hawthorne has agreed to absorb any associated subcontracting costs within the maximum contract amount. The entire cost of the contract is fully funded by CalWORKs Single Allocation. There is no additional NCC after the required CalWORKs MOE is met. Funding for future years will be included in the Department's annual budget requests.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The County has contracted for these services since 1989. The original contract was with the City of Inglewood. On March 2, 2000, your Board approved Consent to Assignment of Agreement which allowed the County to approve the transfer of obligations and the responsibilities and duties performed by the City of Inglewood to the City of Hawthorne.

The City of Hawthorne has consistently provided quality and effective services. Since July 2001, the City of Hawthorne has met the performance measures required by: 1) updating computerized GEARS inventory within five workdays of receiving the request by GAIN staff/or providers, 2) providing directories (quarterly) of providers to Welfare-to-Work regional and sub-regional offices, and 3) providing intermediary services to administer and subcontract for Work Experience and Grant-Based Community Services. There are an estimated 1,500 service providers in the directories that are used by GAIN Services Workers to refer participants to programs that assist them in becoming self-sufficient. Currently, a total of 58,879 participants are enrolled in GAIN programs that could be provided by service providers included in the directories.

The Contract provides for termination by the County, with 30-calendar day written notice prior to termination, should termination be in the County's best interest. Also, the Contract contains a provision which limits the County's obligation if funding is not appropriated by the State and by the Board of Supervisors. The award of this contract

The Honorable Board of Supervisors  
June 1, 2004  
Page 4

will not result in unauthorized disclosure of confidential information and will be in full compliance with federal, State and County regulations.

Per subsection 2.121.250B.1 of the County Code, this contract is not subject to Prop A contract requirements and, thus, exempt from the Living Wage Ordinance.

The Agreement has been approved as to form by County Counsel.

### **CONTRACTING PROCESS**

The sole source contract was procured in accordance with Title 45, Code of Federal Regulations, Part 74, and California Department of Social Services regulation 23-650.1.14, which allows for non-competitive contracting with local government agencies.

### **IMPACT ON CURRENT SERVICES**

The award of this Contract will provide continuity in providing vocational education and training services to CalWORKs participants in Los Angeles County. The current contractor has consistently met performance standards which has resulted in quality and effective services to assist CalWORKs participants in achieving their goal of self-sufficiency.

The contract will not infringe on the role of the County in its relationship to its residents, and the County's ability to respond to emergencies will not be impaired. There is no change in risk exposure to the County. The contract is in compliance with all requirements of Los Angeles County Code Section 2.180.010, Certain Contracts Prohibited.

### **CONCLUSION**

Upon Board approval, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board Letter and five original signed copies of the contract to the Director of DPSS.

Respectfully submitted,



Bryce Yokomizo, Director

BY:mc  
Enclosures

c: Chief Administrative Officer  
County Counsel